

31 MAY 1968

MEMORANDUM FOR: Directorate Information Processing Coordinators

SUBJECT : Semiannual ADP Management Report

REFERENCE : Bureau of the Budget Circular No. A-79
Revised, May 23, 1967

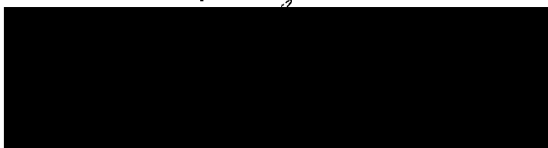
1. Attached are instructions and formats for preparing ADP Unit submissions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing (for use in preparing report to the President). Bureau of the Budget Circular No. A-79 contains this requirement.

2. A similar format was used for the Semiannual ADP Management Report in January 1968. Only significant accomplishments during the current report period (1 January through 30 June 1968) are to be reported, with emphasis on benefits to the Agency's substantive programs and accomplishments against intelligence targets which resulted from ADP support. ADP Units are expected to coordinate their reporting with the customers they serve. Negative reports are to be submitted if no such benefits can be related to the ADP Unit's activities. Section III (Plans) is required for this end-of-fiscal year report.

3. Contributions to this report should furnish all of the information asked for and be classified appropriately by the contributing organizations. The Agency's report will be prepared by the IP Staff, classified and made available to the International Programs Division, Bureau of the Budget.

4. Directorate IP Coordinators are to review and approve the ADP Unit reports, and forward one copy to O/PPB by 1 August 1968.

STATINTL


Chief, Information Processing/Staff
Office of Planning, Programming, and Budgeting

Attachments:
As Stated

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment missing